SKYPE SETUP INSTRUCTIONS – **YOU WILL NEED A GMAIL ACCT FOR THIS**

1. Google SKYPE
2. Click main heading for Skype
3. At the top of the website menu, get Skype and pull down under computer.
4. Select for Mac or PC
5. Click Skype FREE download
6. Create an account with user name & password.
7. Please try to make the user name recognizable to others
8. After the account is setup, click I AGREE & continue
9. A page will appear that states the downloading is occurring
10. Skype wizard is used for setup with the end user license agreement…click ACCEPT
11. Click next until you get installed
12. Click finish
13. You will see Skype name and sign in with password
14. You have a Skype acct and can open with icon now on your desktop
15. Click through your tests for speakers, microphone & video…click yes or no for if working
16. Click ADD A CONTACT…put name in and it sends the invitation…they accept.
17. It will make video calls
18. You can send files while on Skype and on share screen and can actually bring up docs on your computer for the others to see.
19. If you are contacted via Skype, the icon of desktop and start bar will show a number in a circle
20. YOU WILL NEED TO SCHEDULE SKYPE MEETINGS THROUGH EMAIL OR PHONE.